

**REQUEST FOR AUTHORIZATION
TO PROCEED WITH PRELIMINARY ENGINEERING (PE)**

To:

District Local Assistance Engineer
Caltrans, Office of Local Assistance

Date:

Dear

In order to begin reimbursable preliminary engineering for the above project, we request that you secure Federal authorization and obligate funds for this work. The amounts requested do not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP (FSTIP).

Attached are the following documents that are required to authorize this phase of work:

Request for Authorization Package

Completed Project Prefix Checklist (Exhibit 3-E)
Completed Finance Letter (Exhibit 3-F)
Completed Data Sheets (Exhibit 3-G)

Field Review Form (Exhibit 7-B)

Completed Field Review form, or
I will not be preparing the final design at this time. I will transmit the Field Review Form at a later date.

Environmental Document

Approved Environmental Document
Type of Document
Approval Date

I have not completed the environmental process and will not be preparing the final design at this time. I will transmit the Environmental Document at a later date.

Pre-Award Audit

Completed Audit Disposition (Exhibit 10-K), or
Audit Disposition was not completed because Federal-aid or State highway funding will not participate in a consultant contract, or
Pre-award audit was not done because the consultant contract is for \$250,000 or less, or
I will not submit the Audit Disposition at this time. I will submit it to the DLAE prior to entering into a contract with the consultant(s).

I understand that invoice requests for payment will not be processed until an Authorization to Proceed (FNM-76 or E-76) and a Program Supplement Agreement have been executed.

(Check which of the following applies)

I plan to request early reimbursement and invoicing for PE costs as incurred. As indicated above, I have included a completed Field Review Form. I am also including the "Agreements Checklist" (Exhibit 4-A) request forms with this transmittal and request that the agreements be prepared now.
I do not plan to invoice for PE costs until this phase of the work is completed. I will transmit the "Agreements Checklist" at a later date.

I will not submit any invoice request until I receive notification that the FNM-79/E-76 and Program Supplement Agreement have been executed.

CERTIFICATION

I certify that the facts and statements in this "Request for Authorization Package" are accurate and correct. This Agency agrees to comply with the applicable terms and conditions set forth in Title 23, U.S. Code, Highways, and the policies and procedures promulgated by the Federal Highway Administrator and the California Department of Transportation relative to the above designated project.

I understand that each succeeding phase of the project will require a separate authorization to be eligible for Federal reimbursement. I further understand that this Agency is responsible for costs in excess of the Federal funds obligated and all costs incurred before it has received FHWA "Authorization to Proceed" for that phase of the project.

Please advise us as soon as the authorization has been received. You may direct any questions to
at _____

Attachments